



## NELSON TOWN COUNCIL

Ms Safia Kauser  
Town Clerk to the Town Council  
10 May 2019

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**YOU ARE HEREBY SUMMONED TO ATTEND the ANNUAL MEETING** of the Town Council  
to be held in the Council Chambers, Nelson Town Hall, Market Street on  
**Wednesday 15<sup>th</sup> May at 7.00pm**

### Town Clerk

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#### Council Members

Cllr Zafar Ali (Outgoing Chairman)	Cllr N Hayat (Outgoing Vice-Chairman)	Cllr M Latif
Cllr George Adam	Cllr Sadia Bashir	Cllr M Pearson-Asher
Cllr Faraz Ahmad	Cllr Laura Blackburn	Cllr N Pearson-Asher
Cllr Omar Ahmed	Cllr Wayne Blackburn	Cllr Saanval Safir
Cllr Zulfiqar C Ali	Cllr P Hannah-Wood	Cllr Mohammad Sarwar
Cllr Husnan Arshad	Cllr Fiona Holland	Cllr Russell Tennant
Cllr Mohammad Aslam	Cllr Mashuq Hussain	Cllr Ikram Ul-Haq
Cllr Ali H Baig	Cllr Sahir Khalid	Cllr Sheila Wicks

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### Recording of Council Meetings

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted

### Public Participation

- Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting
  - Any member of the public shall not speak for more than five minutes.
  - A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.
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# **AGENDA**

**1. Election of Town Council Chairman**

1.1 To elect a Town Council Chairman for 2019-20 municipal year

1.2 To receive the Chairman's Declaration of Acceptance of Office, to be signed in the presence of the Proper Officer

**2. Election of Town Council Vice-Chairman**

2.1 To elect a Town Council Vice-Chairman for the 2019/20 municipal year

2.2 To receive the Vice-Chairman's Declaration of Acceptance of Office, to be signed in the presence of the Proper Officer

**3. One Minute Silence**

The Chairman invites members to observe a one minute of silence

**4. Apologies for Absence**

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

**5. Declarations of Interests**

To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

**6. Adjournment for Public Participation**

To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting.

No resolutions can be under public participation.

**7. Minutes**

To approve the draft minutes of the Town Council meeting held on 10 April 2019

**8. Review of Delegation arrangements to committees, sub-committees, staff and other local authorities**

To review and adopt the Scheme of Delegation that contains the delegation arrangements to staff, committees and sub-committees of the Town Council in accordance with the Local Government Act 1972, s101. The Scheme of Delegation contains the terms of reference for each standing committee.

Note: Unlike a principal authority, the composition of the committees and sub-committees of a local council is not required to represent the same proportions in which the council as a whole may be politically divided. (The Local Government (Committees and Political Groups) Regulations 1990).

## 9. **Appointment of Committees**

To appoint members to committees in accordance with the Scheme of Delegation.

- Environmental Improvement Committee 8 members and Ex-Officio
- Finance and General Purposes Committee 8 members and Ex-Officio
- Events, Promotional and Marketing Committee 8 members and Ex-Officio
- Personnel Committee 8 members and Ex-Officio
- Unity Wellbeing Management Committee 8 members and Ex-Officio

## 10. **Adoption of Standing Orders and Financial Regulations**

10.1 To review and adopt the Standing Orders inclusive of the policies and procedures listed in Appendix B (copies provided in the Councillor's Handbook).

Note: The GDPR policies were reviewed and adopted by full Council in September and are based on the model policies produced by SLCC. The remaining policies and procedures have been compiled by the Town Clerk based on existing town council policies or model policies produced by NALC or SLCC. The Clerk recommends that the policies and procedures are adopted as it will provide the Town Council with a robust governance framework.

10.2 To review and adopt the Financial Regulations (based on the model produced by NALC)

## 11. **Review of Representation on Outside Bodies**

To consider the appointment of members to act as representatives on external bodies for the ensuing year. Members appointed onto outside bodies are required to report to full Council. Members acting as representatives must not make any decisions on behalf of the Council.

- Bradley Big Local Community x2 members
- Lancashire Association of Local Councils x2 members
- Nelson Area Committee x2 members
- Nelson Youth Forum x2 members
- Pendle Fair Trade x1 member
- Town Centre Partnership / Town Team x2 members + Town Clerk
- Whitefield Community Forum x2 members

## 12. **General Power of Competence**

To consider resolving the use and eligibility of the General Power of Competence Order until the next ordinary elections in May 2023. In accordance with Parish Councils (General Power of Competence) Order 2012, the Council meets the prescribed conditions for eligibility to use the General Power of Competence as set out in the Localism Act Chapter 1, section 1 to 8 (advice sheet attached)

The prescribed conditions for eligibility which the Council must meet are:

- Two thirds of Councillors declared to have been elected at an ordinary election, uncontested at an ordinary election one elected at a by-election. 16 Councillors represent two thirds of Nelson Town Council seats.
- The Council must have a qualified Town Clerk with a minimum CILCA qualification, completed relevant training in the General Power of Competence and must additionally pass the General Power of Competence module of CILCA. The Town Clerk is fully qualified and trained in its uses.

**13. Meeting Schedule**

To agree the proposed schedule of meeting dates and times for 2019-20. This is currently being developed by the Clerk and will be available at the meeting. The structure and frequency of meetings will remain the same as the last municipal year.

**14. Councillor Induction Training**

To agree a date on an evening or a Saturday morning for a councillor induction training session to be delivered on site at the Unity Wellbeing Centre. In addition to the Councillors receiving their member induction pack provided by the office, the induction session will provide training on councillor roles and responsibilities and council procedures. The session will not exceed 3 hours.

**15. Legal Briefing – Non-Councillors**

To receive the legal briefing note produced by NALC (LTN 7) concerning the appointment of non-councillor members to committees. The appointment of non-councillors to committees are set out in the Scheme of Delegation.

Note: Attendance of non-councillors at full council meetings: even when they are members of other authorities, are treated in the same way as members of the public and invited guests and are requested to be seated at the back of the chamber.

**16. Local Association of Local Councils (LALC) subscription**

To authorise the subscription payment for 2019/20 to LALC at a cost of £2,303.53.

Note: LALC is an independent membership organisation for local councils (parish, community, town councils and parish meetings). Affiliated to the National Association of Local Councils, LALC works to support councils by giving members legal and technical advice, information and training relevant to their work and generally to support their work and governance.

**17. Town Council Logos and Letterhead**

To consider adopting a new logo and letterhead/compliment slip template for Nelson Town Council (designs enclosed). Adopting a corporate image inclusive of logo and colour schemes, will enable the Council to develop the boundary signs, an outstanding project from the last municipal year and will give the Town Council their own identity.

**18. Any items for discussion for a future agenda**

To notify the Clerk of any matters for inclusion on the agenda of the next meeting

**19. Date of the Next Town Council Meeting**

The date of the Annual meeting of the Council is due to be held on Wednesday 12<sup>th</sup> June 2019 at 7:00pm in the Council Chambers, Town Hall, Market Street, Nelson.